

Report Date: 11 May 2015

Summary Report for Individual Task
551-88M-2371
Perform Dispatcher Duties
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the Fort Lee, VA. foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Condition: In an operational environment, under the supervision of the truckmaster, given a request for a vehicle or equipment to be dispatched, DA Form 2401 (Organization Control Record for Equipment) or DA Form 5982-E (Dispatch Control Log), DD Form 1970 (Motor Equipment Utilization Record) or DA Form 5987-E (Motor Equipment Dispatch), pencil, Standard Army Maintenance System- Enhanced (SAMS-E) workstation (if unit is so equipped), a list of drivers and their qualifications, vehicle status board, and a copy of unit standing operating procedure (SOP). Some iterations of this task should be performed in MOPP 4.

Standard: Complete dispatcher entries on DA Form 2401, DD Form 1970, or DA Form 5982-E (SAMS-E), confirm driver qualifications and endorsements, and select driver(s) and vehicle(s) for mission based on guidance from platoon sergeants. Upon completion of mission, you must log all mileage, load, and time data for vehicles, drivers, and load moved as required locally with 100 % accuracy. You must notify maintenance of any discrepancy of vehicle status and report discrepancies on vehicle trip reports to truckmaster.

Special Condition: None

Safety Risk: Low

MOPP 4: Sometimes

Task Statements

Cue: Your unit has a requirement to conduct a tactical convoy and the unit has been alerted to prepare. As part of the preparations, all vehicles must be immediately dispatched for the mission.

DANGER

There are no inherent dangers associated with dispatcher duties.

WARNING

Not applicable

CAUTION

Not applicable

Remarks: None

Notes: None

Performance Steps

1. Process transportation requests.

a. Acquire vehicle(s) and driver(s) availability information from platoon sergeant(s) to be used for mission. Complete initial dispatcher entries on forms.

b. Compile all appropriate forms in the equipment record folder. The following forms are required at a minimum.

(1) DD Form 1970, Complete dispatcher entries.

(2) DD Form 518.

(3) SF Form 91.

(4) DA Form 5987-E (SAMS-E), Complete dispatcher entries.

(5) DA Form 5823 (Equipment Identification Card). This form goes on outside of record folder. Dispatcher must verify vehicle status information before dispatch of vehicle.

2. Manually dispatch unit vehicle(s) for regular dispatch (units without SAMS-E).

a. For dispatch out:

(1) Verify driver's license and qualifications of driver with vehicle and load selected for dispatch.

(2) Make dispatcher entries on DD Form 1970.

(a) Date form is started.

(b) Serial number.

(c) Bumper number.

(d) Organization.

(e) Miles or Kilometers.

(f) Hours (as applicable).

(g) Dispatcher signature.

(h) Print "report to" name.

(i) Noun nomenclature of vehicle.

(j) Print name of operator(s).

(3) Ensure operator makes the following entries on DD Form 1970.

(a) Signature.

(b) Time.

(c) Miles and hours.

(4) Logs vehicle out on DA Form 2401.

b. Upon return of vehicle from dispatch (dispatch in), the dispatcher verifies the following entries on DD Form 1970.

(1) Miles and hours.

(2) Time in and total time.

(3) "Release by" signature.

(4) Fuel and oil, if required locally.

c. Collect dispatch equipment record folder from operator.

d. Log vehicle in from dispatch on DA Form 2401.

e. Annotate type cargo and tons moved, as applicable.

f. Report change in vehicle status to maintenance personnel as applicable.

g. Report discrepancies in trip records to truckmaster.

h. File trip records in accordance with local directives.

3. Dispatch unit vehicle(s) for regular dispatch (units supported by SAMS-E).

a. For dispatch out (departing on dispatch).

(1) Verify that operator is registered through SAMS-E as a licensed, qualified operator. If not registered in SAMS-E, check operator OF Form 346 (U.S. Government Motor Vehicle Operator's Identification Card).

(2) Issue dispatch equipment record folder to operator. Folder should contain:

(a) DA Form 5988-E (Equipment Inspection Maintenance Worksheet) (automated).

(b) DA Form 5987-E, dispatch printout.

(c) DD Form 518 (Accident-Identification Card) and SF Form 91 (Motor Vehicle Accident Report), vehicle accident forms.

(3) Ensure operator makes required entries and signs dispatch printout.

(4) Dispatcher and operator check for services due.

(5) Dispatcher verifies through operator that before-operational maintenance checks have been completed and vehicle is ready for dispatch.

b. For dispatch in (return from dispatch):

(1) Collect dispatch equipment record folder from operator.

(2) Verify the following entries on DA Form 5982-E within SAMS-E with the following information.

(a) Fuel and oil added.

(b) Date and time of return.

(c) "Released by" signature.

(d) Miles and hours.

c. Check remarks section of dispatch for operator entries requiring maintenance support. Report information to maintenance section.

d. Log vehicle in from dispatch through SAMS-E on DA Form 5982-E.

e. Report discrepancies in trip records to truckmaster.

f. Annotate type cargo and tons moved, as applicable.

g. File trip records in accordance with local directives.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the soldier GO if all performance measures are passed. Score the soldier NO-GO if any performance measure is failed. If any performance measure is failed, tell the soldier what was done wrong and how to do it correctly.

Evaluation Preparation: SETUP: Brief the Soldier on task specifications. Provide a request for a vehicle or equipment to be dispatched, DA Form 2401 (Organization Control Record for Equipment) or DA Form 5982-E (Dispatch Control Log), DD Form 1970 (Motor Equipment Utilization Record) or DA Form 5987-E (Motor Equipment Dispatch), pencil, Standard Army Maintenance System- Enhanced (SAMS-E) workstation (if unit is so equipped), a list of drivers and their qualifications, vehicle status board, and a copy of unit standing operating procedure (SOP).

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Processed transportation requests.			
a. Selected vehicle(s) and driver(s) to be used for mission. Complete initial dispatcher entries on forms.			
b. Compiled all appropriate forms in the equipment record folder. The following forms are required at a minimum.			
(1) DD Form 1970, Completed dispatcher entries.			
(2) DD Form 518.			
(3) SF Form 91.			
(4) DA Form 5987-E (SAMS-E), Completed dispatcher entries.			
(5) DA Form 5823. This form goes on outside of record folder. Dispatcher must verify vehicle status information before dispatch of vehicle.			
2. Manually dispatched unit vehicle(s) for regular dispatch (units without SAMS-E).			
a. For dispatch out:			
(1) Verified driver license and qualifications with vehicle selected for dispatch.			
(2) Made dispatcher entries on DD Form 1970.			
(a) Date form is started.			
(b) Serial number.			
(c) Bumper number.			
(d) Organization.			
(e) Miles or Kilometers.			
(f) Hours (as applicable).			
(g) Dispatcher signature.			
(h) Print "report to" name.			
(i) Noun nomenclature of vehicle.			
(j) Print name of operator(s).			
(3) Ensured operator makes the following entries on DD Form 1970.			
(a) Signature.			
(b) Time.			
(c) Miles and hours.			
(4) Logged vehicle out on DA Form 2401.			
b. Upon return of vehicle from dispatch (dispatch in), the dispatcher verified the following entries on DD Form 1970.			
(1) Miles and hours.			
(2) Time in and total time.			
(3) "Release by" signature.			
(4) Fuel and oil, if required locally.			
c. Collected dispatch equipment record folder from operator.			
d. Logged vehicle in from dispatch on DA Form 2401.			
e. Annotated type cargo and tons moved, as applicable.			
f. Reported change in vehicle status to maintenance personnel as applicable.			
g. Reported discrepancies in trip records to truckmaster.			
h. File trip records in accordance with local directives.			
3. Dispatched unit vehicle(s) for regular dispatch (units supported by SAMS-E).			
a. For dispatch out (departing on dispatch).			
(1) Verified that operator is registered through SAMS-E as a licensed, qualified operator. If not registered in SAMS-E, check operator OF 346.			
(2) Issued dispatch equipment record folder to operator. Folder should contain:			
(a) DA Form 5988-E (Equipment Inspection Maintenance Worksheet) (automated).			
(b) DA Form 5987-E, dispatch printout.			

(c) DD Form 518 (Accident-Identification Card) and SF Form 91 (Motor Vehicle Accident Report), vehicle accident forms.			
(3) Ensured operator makes required entries and signs dispatch printout.			
(4) Dispatcher and operator checked for services due.			
(5) Dispatcher verified through operator that before-operational maintenance checks have been completed and vehicle is ready for dispatch.			
b. For dispatch in (return from dispatch).			
(1) Collected dispatch equipment record folder from operator.			
(2) Verified the following entries on DA Form 5982-E within SAMS-E with the following information.			
(a) Fuel and oil added.			
(b) Date and time of return.			
(c) "Released by" signature.			
(d) Miles and hours.			
c. Checked remarks section of dispatch for operator entries requiring maintenance support. Report information to maintenance section.			
d. Logged vehicle in from dispatch through SAMS-E on DA Form 5982-E.			
e. Reported discrepancies in trip records to truckmaster.			
f. Annotated type cargo and tons moved, as applicable.			
g. Filed trip records in accordance with local directives.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	ATP 4-11	ARMY MOTOR TRANSPORT OPERATIONS	Yes	No
	DA FORM 2401	ORGANIZATION CONTROL RECORD FOR EQUIPMENT	Yes	No
	DA FORM 5823	EQUIPMENT IDENTIFICATION CARD	Yes	No
	DA FORM 5982-E	DISPATCH CONTROL LOG (EGA)	Yes	No
	DA FORM 5987-E	MOTOR EQUIPMENT DISPATCH (EGA)	Yes	No
	DA FORM 5988-E	Equipment Inspection Maintenance Worksheet	Yes	No
	DD FORM 1970	MOTOR EQUIPMENT UTILIZATION RECORD (AVAILABLE ON DOD WEB SITE)	Yes	No
	OF FORM 346	US Government Motor Vehicle Operator's Identification Card.	Yes	No
	PAM 750-8	The Army Maintenance Management System (TAMMS) Users Manual.	Yes	No
	SF FORM 91	MOTOR VEHICLE ACCIDENT REPORT	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. None applicable

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological,

and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. None applicable

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None